

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**NUTRITION SERVICES**

<b>JOB CLASSIFICATION: Assistant Director of Dietetics</b>
--

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under direction, to assist in the general operation of the food service and dietary activities of a State institution other than a correctional facility; to have specific assigned responsibilities in the area of clinical or administrative dietetic practice; and to do other related work.

- 25 %      • **Manages personnel and staffing related activities for Nutrition Services as assigned. Computer use is required. Examples of activities include:** determines staffing requirements for operational coverage including patient labor; works with supervisors to ensure coverage during periods of staffing shortage; initiates and completes recruitment process; ensures current orientation checklist and timely use; ensures training requirements are met; reviews and edits probation and annual performance reports; assists supervisors and intervenes as needed to ensure the disciplinary process is utilized when employee performance is below standard; prepares documents for adverse actions; processes merit salary adjustments; ensures employee limited duty and leave status is tracked and staff advised on leave options; ensures employees are informed of FMLA provisions and processes requests; ensures staff development is promoted; directly supervises as assigned supervisory staff and other employees including direct application of activities noted above.
- 25 %      • **Manages, i.e., plans, organizes, and directs, the activities required by Nutrition Services for the quality provision of patient meals, nourishments, and ancillary dietetic services. Computer use is required. Examples of activities include:** manages the Diet Office activities in the receipt, implementation, monitoring, and/or communication of diet orders, dietitian referrals, and nutrition-related concerns; develops/implements revisions to Nutrition Services Policy/Procedure Manual, Sanitation & Equipment , SDS Manual, Nutrition Care Manual Supplement, etc.; recommends revisions to hospital Administrative Directives and other manuals, such as the Infection Control Manual, Emergency Preparedness Manual, etc.; implements state/hospital procurement requirements; ensures adequate, safe, timely, and cost effective procurement of adequate food and supplies; ensures perpetual/physical inventories; identifies need for, researches, initiates procurement of new equipment; oversees utilization of new space allocations for assigned production/presentation areas; serves as a resource and consultant to the Director of Dietetics in budget planning; develops, coordinates distribution of menus and ensures current menu analysis including chairing or attending the Nutrition Services Menu Conference and traveling to/attending required State meetings/trainings; researches,

Assistant Director of Dietetics

Revised 10/3/17 Underline indicates change

Reviewed by HR – 10/4/17 ew

## DUTY STATEMENT - Assistant Director of Dietetics

### Page #2

recommends, implements automated systems, e.g., Computation; provides training to department staff, patient workers, hospital staff as needed; acts as department liaison for cultural, religious, and other special hospital events that involve food, beverages, equipment and/or supplies; ensures approved refreshments are provided in an acceptable manner; provides consultation to hospital staff for production/presentation related concerns.

- 20 %
- **Manages in Nutrition Services key department activities and functions as assigned and provides liaison to other hospital areas related to, e.g., personnel, procurement/menus, equipment, standards compliance, events, training, safety/security/environment of care, emergency preparedness, infection control/HACCP/food safety, automation, etc. Computer use is required. Examples of responsibilities include:** chairs department meetings and/or participates in hospital meetings, as assigned; documents activities (minutes, projects, etc.) and coordinates follow-through in subsequent improvements; ensures implementation and compliance with related hospital and department policies/procedures and submits recommendations for revisions in operations. If needed, acts as Asst. Dir. of Dietetics who supervises staff & manages functions related to Nutr. Sv. clinical operations.
- 20 %
- **Possesses knowledge of , monitors adherence to, prepares for site visits, escorts/attends meetings related to Joint Commission, Licensing, Environmental Health, Department of State Hospitals, DSH-Atascadero policies, procedures, directives, laws, standards, and regulations relevant to Nutrition Services production /presentation /ancillary dietetic services. Prepares, implements plans of corrections. Participates in quality control monitoring, reporting, and resolution of concerns. Promotes and participates in performance improvement activities. Ensures staff are included in PI activities and kept informed through frequent staff meetings. Ensures patient suggestions/concerns from various sources are investigated, resolved, documented (e.g., attends Nutrition & Unit Representative meeting, internal patient complaints, patient rights complaints, etc.). Works with staff and department management to establish, implement annual department objectives. Participates in assigned department and hospital meetings and teams. Participates in the Dietetic Internship (DI) Program in site planning, preceptor responsibilities, and Acting DI Director if needed. Maintains Food Safety Certification. Computer use is required.**
- 10 %
- **Models, monitors, intervenes, and responds as needed to ensure Nutrition Services' adherence to requirements in safety, security, relationship security, infection control, emergency response, and a non-hostile work environment. Examples of activities include:** Monitors/intervenes for staff adherence to infection control measures such as personal hygiene, handwashing, glove usage, dress code, no smoking or tobacco use on grounds, follow standard transmission-based precautions, report infectious diseases, complete annual health reviews in birth month; monitors for security and

Assistant Director of Dietetics

Revised 10/3/17 Underline indicates change

Reviewed by HR – 10/4/17 ew

## **DUTY STATEMENT - Assistant Director of Dietetics**

**Page #3**

contraband control; inspects areas/staff actions for safety/security; submits work orders, contacts Plant Operations when urgent; promotes body ergonomics; ensures injuries are reported per first aid log or urgent care or health clinic; coordinates for fitness for duty and returns to work; completes, investigates injury reports; promotes safe use of chemicals/protective equipment; ensures Safety Data Sheets are currently maintained and utilized; ensures related issues are discussed in staff meetings; participates, directs during audits and drills; reports to work per policy during hospital and community emergencies; implements role/leadership in emergency preparedness; responds per policy during other emergencies, e.g., significant risk of occurrence of bodily harm, fire, chemical spill, bomb threat, terrorism, lockdown, red lights, shakedowns, etc.; ensures staff document adverse patient behaviors per policy; models, observes, intervenes to prevent breaches in relationship security and therapeutic boundaries; models, observes, intervenes to maintain a non-hostile, non-disruptive work environment, e.g., nondiscrimination, sexual harassment prevention, patient rights, abuse prevention, cultural sensitivity, codes of conduct, professionalism, respect, courtesy, promotes teambuilding; implements requirements in equal employment opportunity; reads/follows/enforces applicable manual sections; attends/enforces periodic training including classes from the supervision development series.

### **2. SUPERVISION RECEIVED**

- Director of Dietetics

### **3. SUPERVISION EXERCISED**

- Food Service Supervisor I/II and/or Supervising Cook I/II, as assigned.
- Office Technicians, as assigned.
- Dietetic Technicians and/or Registered Dietitians, if needed.
- Dietetic Interns/Student Assistants, if needed.
- Acting Director of Dietetics, as required.

### **4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Principles of nutrition and dietetic practice; sanitation and safety measures used in the operation, cleaning and care of utensils, equipment and work areas; laws, rules, regulations and accreditation standards regarding food preparation and service; cost control records for foods; personnel management practices and techniques; a manager's role in the equal employment opportunity (EEO) program and the processes available to meet EEO objectives.

**ABILITY TO:** Apply the principles & practices of nutrition and dietetics; plan, organize, and direct the work of others; requisition supplies and equipment; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; effectively contribute to the EEO objectives.

Assistant Director of Dietetics

Revised 10/3/17 Underline indicates change

Reviewed by HR – 10/4/17 ew

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

### **CPR N/A**

Maintains current certification.

### **AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric                      Adolescent                      **X Adult**                      **X Geriatric**

### **MANAGEMENT OF ASSAULTIVE BEHAVIOR**

Applies and demonstrates knowledge of correct methods in Therapeutic Strategies & Interventions (TSI).

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

- **Personnel Management:** Applies and demonstrates knowledge of effective interventions to improve employee performance.
- **Dietetic Practice:** Applies knowledge of nutrition and dietetic practice in the provision of nutrition care, procurement forecasting & methods, distribution/service of meals, nourishments and ancillary service, including a modified diet program.
- **Dietary Regulations/Standards:** Applies knowledge to ensure compliance to Licensing regulations, The Joint Commission standards, and Environmental Health code.
- **Relationship Security:** Demonstrates, models, and enforces professional interactions with patients and therapeutic boundaries. Ensures training of staff and intervention when indicated. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Applies knowledge of nutrition and dietetic practice in a forensic facility servicing acute psychiatric and intermediate care patients in recovery.
- Computer applications: utilized in general for word processing and effective reporting/analysis of information, and specific to hospital food service operations.

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess valid registration with the Commission on Dietetic Registration of the Academy of Nutrition & Dietetics.

**7. TRAINING - Training Category = 6**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

---

Employee Signature

---

Print Name

---

Date

---

Supervisor Signature

---

Print Name & Title

---

Date

---

Reviewing Supervisor Signature

---

Print Name & Title

---

Date

Assistant Director of Dietetics

Revised 10/3/17 Underline indicates change

Reviewed by HR – 10/4/17 ew